

South Willesborough and Newtown Community Council

www.swancc.org.uk

Finance and General Purposes Committee (FGP11) (Virtual)

Monday 20th July 2020

MINUTES

In attendance:- Peter Porter (Chair) (PP) Sue Mullan (SM) Nick Cane (NC) Nirosha Thilagarajan (NT) Louise Wilson (LW) Rob Woods (Clerk) (RW)

34/20 Apologies for absence and approval

There were no apologies

35/20 Declarations of pecuniary, other significant or voluntary interest

There were no interests declared

36/20 Agree Minutes FGP10 of meeting of 22nd June 2020 and sign

The Minutes of the last meeting were agreed as a true record of proceedings and signed by the Chair

37/20 To note budget performance to date and bank reconciliation

Budget performance to date and the bank reconciliation was noted

38 /20 To agree payment of accounts and note items of over £100

PAYMENTS TO FINANCE & GP COMMITTEE			20th July	2020		
PAYEE	NET	GROSS	VAT	CHEQUE	REASON	RECORDED IN
Manningtons	£130.00	£156.00	£26.00	80	Payroll services	Contingency (Staffing)
Clerk -Salary	£762.53	£762.53	£0.00	81	Clerk Salary	Clerk Salary
HMRC	£190.80	£190.80	£0.00	82	Salary oncosts	Clerk Salary
Gary Friend	£70.00	£70.00	£0.00	83	Website updating	Web Hosting Fees
Direct Debits						
DMC Technologies	£39.95	£47.94	£7.99		Phone/Broadband	Phone/Broadband
Proposed (virtually)						
Cllr 1	S Mullan			Cllr 2	N Thilagarajan	

Having retrospectively queried an invoice from Gary Friend (GF) for £35 at full Council (Minute 89/20), LW queried the payment of £70 to the same supplier for additional website updating. RW advised the Committee that

- a) posting agenda on the website within statutory deadlines should take precedence over approvals of expenditure on underspent budgets
- b) that it was within the terms of reference of the IT Working Group to examine the options and organise training for staff but the Group had not met to progress it.

Following a discussion, it was agreed that urgent action should be taken by SM/RW to recommend the preferred option to Council and expedite training if the IT Working Group is unable to agree the way forward within a reasonable timescale.

Noted that GF will need to update the Council's website at least one more time given the number of documents and news items currently held back for publication. Upon being put the vote it was agreed by 4:1 to approve the payments list PP/SM/NC/NT for: LW against
Items over £100 noted (Action RW)

39/20 To agree the date of the next meeting as 17th August 2020 and items to be included on the agenda

17th August 2020 agreed

Cost of repairs/removal of Notice Boards to be included

There being no other business, the Chair closed the meeting at 7.43 pm

Signed

Date :.....

Chair